



## HUMAN RESOURCES

DATE: February 27, 2008

TO: Department Heads and Elected Officials

FROM: Steve Watson

SUBJECT: Clarification of Position Types/Definitions per NRS and Washoe County Code

As departments work on methods to meet their budgets, questions arise over employment position types/definitions and their attributes, i.e. temporary, part time, intermittent and overfill appointments. The Human Resources Department has developed this reference paper to provide you with updated information concerning position types and the statutory constraints for your use in managing resources within your department.

One specific position type that has been the submission of numerous questions is in designating positions as “intermittent.” Washoe County Code states that an “intermittent hourly employee means a person who is not employed on a fixed schedule and is paid at an hourly rate.” Some departments are using intermittent hourly employees to staff reoccurring work needs. For example, in some cases incumbents in “intermittent” positions are actually working regular reoccurring (fixed) schedules although limited to less than 1039 hours over the course of a fiscal year. This is not the intent of the “intermittent” designation.

Further, incumbents who are rehired following retirement with PERS into an intermittent hourly position have been found working fixed schedules, rather than intermittently. This has caused PERS to question these employees’ eligibility status for drawing PERS retirement. If you are hiring a PERS retiree, please refer the employee to PERS for guidance.

The attached document provides NRS and/or WCC definitions of employment categories that may be used to meet your staffing needs as well as the process for creating each type of position, position definition, and benefits attached to each category. The Budget Division works with each department to ensure that positions are created within the appropriate position categories through the budget process (for approval) to meet State Statute, County Code and each department’s needs. Departments are responsible for monitoring compliance with NRS and Washoe County Code.

If you have any questions regarding this matter, please do not hesitate to contact HR or the Budget Division.

## Position Types

Category	Position Use	Eligibility for County Benefits	Required Approvals
Full Time WCC 5.229	The normal work week for county employees shall be 40 hours, except that work weeks of a different number of hours may be established in order to meet the varying needs of different county departments.	PERS, health insurance, sick, annual, and holiday, etc.	Budget Board of County Commissioners (BCC) JEC
Part Time (21 hours plus) WCC 5.054	Part-time (21 hours plus) employee is a person who is employed on a fixed schedule of less than 2080 hours, but more than 1039 hours in a year.	PERS, health insurance, pro-rated annual, sick, and holiday, etc.	Budget BCC JEC
Part Time (less than 20 hrs)	Part-time (less than 20 hours) employee is a person who is employed on a fixed schedule of less than 1039 hours in a year.	OBRA, no health insurance, pro-rated annual, sick, and holiday, etc.	Budget BCC JEC
Temporary and Seasonal WCC 5.211 and NRS 245.216	When services to be performed are required for a limited term of not to exceed six (6) months, the appointing authority shall indicate the probable duration of employment on the request for certification.	Non-benefits eligible	Budget
Intermittent Hourly WCC 5.0475	Intermittent hourly employee means a person who is <u>not</u> employed on a fixed schedule and does not exceed 1039 hours in a fiscal year. Paid at an hourly rate.	Non-benefits eligible	Budget BCC JEC
Funded Positions with a duration longer than 6 months	Positions funded with “stop dates” which extend for more than six (6) months but of limited duration are considered regular (Full time/Part time) positions.	See Full Time and/or Part Time above	Budget BCC JEC
Overfill Appointments WCC 5.210	A new employee may overlap with an incumbent for up to six weeks. The new employee moves into the permanently established position upon expiration of the period of time of the overfill appointment or sooner if the resigning employee vacates the position. An overfill appointment does not increase the number of continuing position FTEs.	PERS, health insurance, sick, annual and holiday, etc.	Budget County Manager and/or Assistant County Manager (approval forwarded to Human Resources)